

## **APPLICATION CHECKLIST (SSA GRANT and COOPERATIVE AGREEMENT PROGRAMS)**

Before submitting your application for grant support, please check to assure that the application submission contains the required information listed in the program announcement, which include the following:

### **Formal application prepared on Form SSA-96BK:**

- ☐ Cover Sheet.
- ☐ Project Abstract/Summary.
- ☐ Table of Contents.
- ☐ Part I, **Face Page** (page 1): all items completed or marked N/A (Not applicable); a Priority Area, if applicable, has been noted in block #11; item #18 has been completed and signed by institution official.
- ☐ Part II, **Budget Information** (pages II, II.A, II.B); also, includes budget justification (details) for Section B – Budget categories; and a copy of applicant's approved indirect cost rate agreement, if appropriate.
- ☐ Part III, **Program Narrative**.
- ☐ **Appendices/attachments** (Supplementary and Supporting Information).
- ☐ Part IV, **Assurances**                      ☐ **Additional assurances** (Certifications)

### **Disclosure of Lobbying Activities (Standard Form-LLL)**

- ☐ Enclosed                      ☐ Not Applicable

### **APPLICATION ACKNOWLEDGEMENT RECORD**

- ☐ Form SSA-3966-PC: Completed (both sides) and Enclosed

### **MAILING**

- ☐ **An Original and 2 Copies of Signed Application are enclosed** (Seven additional copies are optional and will expedite processing of the application).